



ÉCOLE SECONDAIRE BELMONT SECONDARY SCHOOL

3041 Langford Lake Road Victoria, BC V9B 0L9 Canada

Tel (250) 478-5501 Fax (250) 478-2879

All Belmont Staff

COVID-19 Protocol to return to work.

- Prior to coming to work, check-in/out using the district link below.
<https://engage.sd62.bc.ca/covid-19/daily-site-check>

Entry/Exit

- Enter using the main entrance to the school.
- Exit the building using stairwell #3.
- Wash hands (be prepared to wait in line while maintaining 6 feet distancing).
- Follow handwashing guidelines throughout the day.
- Follow indicated routes to your classroom.

While in Building

- Refrain from visiting other staff and creating excessive touch points.
- Use phones/MS Teams to communicate with other staff and admin as required.
- Only office staff are permitted in the office.
- Copy rooms are closed.
- Staffroom and collaborative rooms are closed.
- Use indicated staff washrooms on your floor.
 - D-Wing use D-106 or D-108
 - 2nd floor use staffroom washrooms C-205A & C-205C (one person at a time and one waiting in staffroom for a max of 3 in total in the staffroom)
 - 3rd floor use A-302

Cleaning

- You're responsible for cleaning your work station – desk/keyboard. Advise custodian or office if you are not able to clean your station.
- You must pack out any garbage/food items you bring in each day.
- Use the prepared cleaning solution (spray bottles) and cloths/towels provided at the cleaning station for your area.
- Return the spray bottle and cloths to the station when you leave the site. Place used rag in the bucket provided at the cleaning station.
- Contact office when:
 - Cleaning solution/rags run out
 - No paper towels/soap in washrooms/classrooms with sinks



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- Student exhibits/admits having Flu like symptoms (Isolation Room)

Emergencies

- Medical emergencies call 911 then call office by dialing 3996.
- Lockdown procedure remains the same. If you hear “Lockdown” called over the PA system, lock door, turn out lights and do your best to hide in your classroom with your students. 6 foot social distancing is not required during this unlikely situation.
- Fire Alarm protocol remains the same. Use evacuation routes indicated for your classrooms as usual. Cross parking lot and gather with your group on the grass slope and trail at or near your assembly area sign. Do not gather in the parking lot. Again, social distancing not required during this unlikely situation.